Chapter Ten: Reports

This chapter describes the various reports available through IBARS and procedures for printing or viewing them. Many of the reports can be viewed or printed at either the agency level or at the program level. Reports can be generated in HTML, PDF, or CSV output types. Sample reports are located at the end of this chapter.

Reports are located in Publications tab, by selecting either Standard or Agency from the Select dropdown list.

Reporting

Agency Reports:

CR01	Salary Budget
CR02	Position Funding
CR03	Schedule Information
CR06	Agency Special Fund Report
CR07	Agency Grants Summary Report
CR08	Agency Extraordinary Repairs Report
CR09	Agency Equipment > $5,000 Report
CR10	Agency IT Equipment > $5,000 Report
CR11	Compensation Package Validation
CR12	Salary Compensation
CRCP	Capital Projects Agency
CRCS	North Dakota Change Package Summary
CRSR	Subschedule Reports
CRVA	Validate Agency Version
SP	Subschedule Report

Standard Reports:

NARR	Narrative Reports
SR01	Reporting Levels
SR04	Change Package Summary
SR05	Budget Request Summary – Reporting Level
SR06	Budget Validation
SR07	Version Comparison
SR12	Pay Plan Comparison
SR13	Personal Services Budget
SR15	Sample Graph (not used)
SUBSCH1	Subschedule Info

Navigation
Logon=>Publications=>Agency **or** Standard

Using the Windows
From the list of reports, click the report ID of the selected report, choose necessary fields, and click the "OK" at the bottom of the screen.

From the "Report Name" drop down list, select the desired version of the report. For certain reports the user will notice various choices in the Report Name drop down. These are previously saved report profiles with preset column selections.

Choose the desired report profile from the dropdown, or rename the report to have that name appear on the printed report.

If the user desires the report at the agency level or a rollup reporting level, place a checkmark in the Code Type Rollup box, or leave it blank to choose a report at a lower reporting level.

> **Tip**
>
> *If the Code Type Rollup box is checked, select (All) from the reporting level dropdown for an agency level report and a report for every rollup level. Select one of the two agency names for a report at the agency level OR select individual rollup level reports.*
>
> *If the Code Type Rollup is unchecked: select (All) for reports of every reporting level or select the desired individual reporting level.*

Select the columns desired to appear on the report using dropdowns labeled Columns 2 - 7.

In the Code 1 dropdown, select Major Program to run a report at the major program. Code 2 is not used.

Click OK to generate the report.

Report Profiles

Creating a New Profile
If the user wishes to save certain column or other report settings, a report profile should be created.

Select an existing report file from the Report Name dropdown and click the Add icon. When the Profile Edit field appears, enter a new name for the profile. Ensure the desired report settings are selected, such as code type rollup, subschedule, reporting level, and columns. Finally, click the Save icon on the action bar. The new profile will now appear in the Report Name dropdown.

Renaming a Profile
Select the profile from the Report Name dropdown. When the Profile Edit box appears, enter the new name for the selected profile, and click the Rename? checkbox. Click the Save icon, and the profile name will immediately update in the Report Name dropdown list.

Deleting a Profile
Select the profile from the Report Name select box. Click the Delete icon from the action bar.

Budget Request Reports

SR05 – Budget Request Summary – Reporting Level
Provides budget information for all expenditures followed by all funding sources.

> **Tip**   *In order to generate a report for the entire agency as well as individual reporting level reports, the report will need to be generated twice. Once with the rollup box checked and the agency name selected, and once with the rollup box unchecked and (All) selected in the reporting level field.*

Alternate SR05 Reports
Click the Series box to generate the Budget Request Summary by Line report, which provides expenditures and funding by line.

> **Tip**   *Previously, the CR05 report was used to show funding and expenditures by line. That functionality has been incorporated into the SR05 report in IBARS. Check the Series box to show this level of detail.*

Click the Agency box to generate the Budget Request Summary by Agency report, which provides a summary by major program, line and funding source.

The SR05 can also be used to generate reports for subschedules in total or by individual subschedule items. Use the subschedule field to select the subschedule. The Project field will appear with a dropdown list of each subschedule item.

Salary Reports

CR01 – Salary Budget
Provides position information including position number, name, FTE, new FTE indicator, reporting level percentage, funding source allocation percentage, monthly base, proposed biennial salary and benefits, lump sum payments and salary adjustments. The report can be generated by individual reporting level, rolled up to an agency level or by special line. Additional options can be selected on each of the reports:

Funded Ind box:
- ALL – all funded and unfunded positions
- Funded - all funded positions only
- Unfunded – Do Not Post - all unfunded positions only

Opt FTE box:
- All Positions - all base budget and optional positions
- No Optional Positions - base budget positions only
- Only Optional Positions

CR02 – Position Funding

Provides two different reports, Total Position Funding and Fringe Benefit Detail, which can be selected in the Report field at the bottom of the window. These reports provide additional position information including job class or job class title. Selections can be made to sort by position number, class name or employee name, and include salary increase or without optional FTE.

The Total Position Funding report provides the salary and benefits as well as the funding source amounts.

The Fringe Benefit Detail report allows a selection of four different benefit types, including Health, FICA, Retirement, Unemployment, Workers Comp, Medicare, Standard Fringe, Life Insurance and Employee Assistance Program.

> **Tip**   *The CR02 – Position Funding reports do not include any lump sum payments. The lump sum amounts must be added separately to reconcile to the total payroll budget.*

SR13 – Personal Services Budget

Provides additional payroll detail for each position in each budget year including class code and funding source detail.

Subschedule Reports

CR03 – Schedule Information

Provides reports from posting subschedules. Reports can be generated for the agency, all reporting levels, or individual reporting levels. Below is a copy of the selection screen for each of the subschedules and the associated column options.

Available Posting Subschedule reports:
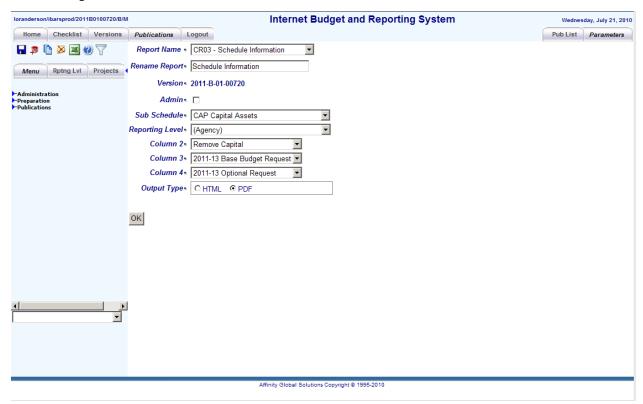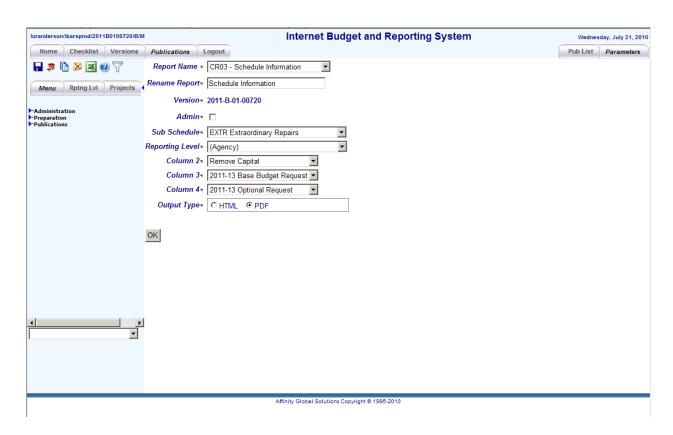|	
CAP	Capital Assets
EQP	Equipment Over $5,000
EXTR	Extraordinary Repairs
GS	Grants Summary
ITEQ	IT Equip and Software Over $5,000
OCP	Other Capital payments

CAP – Capital Assets
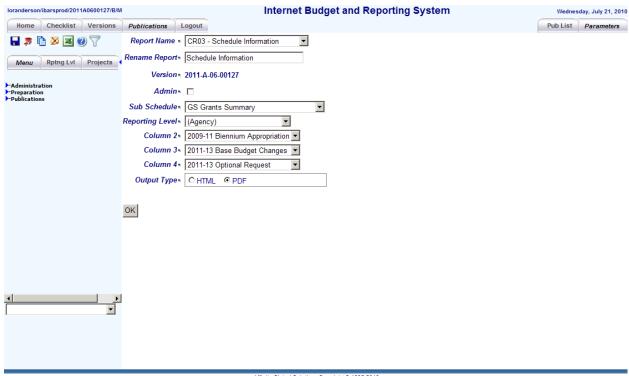
EQP – Equipment over $5,000

2011 BIEN / 07/21/2010 08:10:53   CR03 - Schedule Information   **Page 1 of 1**

Equipment Over $5000
00720 Game and Fish Department
Version: 2011B0100720

Description	Priority	Line	Reporting Level	Funding	Remove Capital	2011-13 Base Budget Request	2011-13 Optional Request
Aircraft Replacement	7	50		Special Funds	0	300,000	0
Total Aircraft Replacement					0	300,000	0
Conservation & Communication Division Equipme	3	50		Federal Funds	0	8,000	0
				Special Funds	0	4,000	0
Total Conservation & Communication Divisi					0	12,000	0
Enforcement Equipment	2	50		Federal Funds	0	49,000	0
				Special Funds	0	280,000	0
Total Enforcement Equipment					0	329,000	0
Fisheries Replacement Equipment	1	50		Federal Funds	0	112,500	0
				Special Funds	0	37,500	0
Total Fisheries Replacement Equipment					0	150,000	0
Lonetree Replacement Equipment	5	77		Federal Funds	0	100,000	0
Total Lonetree Replacement Equipment					0	100,000	0
Remove Equipment over $5000	6	50		Federal Funds	(435,000)	0	0
	6	77		Federal Funds	(80,000)	0	0
				Special Funds	(281,712)	0	0
Total Remove Equipment over $5000					(796,712)	0	0
Wildlife Division Replacement Equipment	4	50		Federal Funds	0	150,000	0
				Special Funds	0	50,000	0
Total Wildlife Division Replacement Equip					0	200,000	0
			Total Federal Funds		(515,000)	419,500	0
			Total Special Funds		(281,712)	671,500	0
			Total for Game and Fish Department		(796,712)	1,091,000	0

EXTR – Extraordinary Repairs

loranderson/ibarsprod/2011B0100720/B/M	**Internet Budget and Reporting System**	Wednesday, July 21, 2010

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Report Name ∗ CR03 - Schedule Information

Rename Report∗ Schedule Information

Version ∗ 2011-B-01-00720

Admin ∗ ☐

Sub Schedule∗ EXTR Extraordinary Repairs

Reporting Level∗ (Agency)

Column 2∗ Remove Capital

Column 3∗ 2011-13 Base Budget Request

Column 4∗ 2011-13 Optional Request

Output Type∗ ○ HTML ● PDF

OK

Menu   Rptng Lvl   Projects

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▶Preparation
▶Publications

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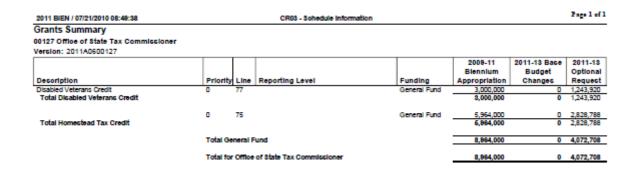
2011 BIEN / 07/21/2010 08:16:09   CR03 - Schedule Information   **Page 1 of 1**

Extraordinary Repairs
00720 Game and Fish Department
Version: 2011B0100720

Description	Priority	Line	Reporting Level	Funding	Remove Capital	2011-13 Base Budget Request	2011-13 Optional Request
Department Facility Repairs	1	50		Special Funds	0	300,000	0
Total Department Facility Repairs					0	300,000	0
Fishing Area Projects	2	50		Federal Funds	0	625,000	0
				Special Funds	0	250,000	0
Total Fishing Area Projects					0	875,000	0
Remove Extraordinary Repairs	4	50		Federal Funds	(80,000)	0	0
	4	77		Federal Funds	(20,000)	0	0
				Special Funds	(431,141)	0	0
				Special Funds	(25,256)	0	0
Total Remove Extraordinary Repairs					(556,397)	0	0
Wildlife Management Area Improvements	3	50		Federal Funds	0	190,170	0
				Special Funds	0	100,000	0
Total Wildlife Management Area Improvemen					0	290,170	0
			Total Federal Funds		(100,000)	815,170	0
			Total Special Funds		(456,397)	650,000	0
			Total for Game and Fish Department		(556,397)	1,465,170	0

GS – Grants Summary

ITEQ – IT Equip and Software Over $5,000

loranderson/ibarsprod/2011B0100720/B/M	Internet Budget and Reporting System	Wednesday, July 21, 2010

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Report Name ∗ CR03 - Schedule Information ▾

Rename Report∗ Schedule Information

Version ∗ 2011-B-01-00720

Admin ∗ ☐

Sub Schedule∗ ITEQ IT Equip and Software Over $5000 ▾

Reporting Level∗ (Agency) ▾

Column 2∗ Remove Capital ▾

Column 3∗ 2011-13 Base Budget Request ▾

Column 4∗ 2011-13 Optional Request ▾

Output Type∗ ○ HTML ● PDF

OK

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IT Equip and Software Over $5000
00720 Game and Fish Department
Version: 2011B0100720

Description	Priority	Line	Reporting Level	Funding	Remove Capital	2011-13 Base Budget Request	2011-13 Optional Request
IT Equipment Replacement	1	50		Special Funds	0	27,000	0
Total IT Equipment Replacement					0	27,000	0
Total Special Funds					0	27,000	0
Total for Game and Fish Department					0	27,000	0

OCP – Other Capital Payments

loranderson/ibarsprod/2011B0100720/B/M   **Internet Budget and Reporting System**   Wednesday, July 21, 2010

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▶Preparation
▶Publications

Report Name * CR03 - Schedule Information

Rename Report * Schedule Information

Version * 2011-B-01-00720

Admin * ☐

Sub Schedule * OCP Other Capital Payments

Reporting Level * (Agency)

Column 2 * Remove Capital

Column 3 * 2011-13 Base Budget Request

Column 4 * 2011-13 Optional Request

Output Type * ○ HTML ◉ PDF

OK

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2011 BIEN / 07/21/2010 08:24:45   CR03 - Schedule Information   **Page 1 of 1**

Other Capital Payments
00720 Game and Fish Department
Version: 2011B0100720

Description	Priority	Line	Reporting Level	Funding	Remove Capital	2011-13 Base Budget Request	2011-13 Optional Request
In Lieu of Tax Payments for Department Lands	2	50		Federal Funds	0	400,000	0
				Special Funds	0	600,000	0
Total In Lieu of Tax Payments for Departm					0	1,000,000	0
Land Acquisition	3	50		Federal Funds	0	200,000	0
				Special Funds	0	600,000	0
Total Land Acquisition					0	800,000	0
Remove Other Capital Payments	1	50		Federal Funds	(712,906)	0	0
	1	70		Special Funds	(90,000)	0	0
				Special Funds	(725,094)	0	0
Total Remove Other Capital Payments					(1,528,000)	0	0
			Total Federal Funds		(712,906)	600,000	0
			Total Special Funds		(815,094)	1,200,000	0
			Total for Game and Fish Department		(1,528,000)	1,800,000	0

CRSR – Subschedule Reports

Provides reports from the following non-posting subschedules:

- General Fund Collections
- Lease Purchase Agreements
- Licensing, Regulation and Inspection

No.	Description	Start Date	End Date	Original Value	Monthly Payment
1	Xerox Color Laser Printer	06/01/2011	06/30/2013	75,110	1,479

Licensing, Regulation and Inspection
00720 Game and Fish Department
Version:2011B0100720

No.	Description	Statutory Authority	Fund	2007-09 Biennium		2009-11 Biennium		2011-13 Biennium				
				Number Of Items	Charge Per Item	Number of Items	Charge Per Item	Number of Items	Charge Per Item	Total Collections	Less Costs	Net Collections
1	Fish Hatchery License	20.1-03-12	222	5	75	6	75	6	75	450	450	0
2	Nnresident Hunting Guide License	20.1-03-36.1	222	25	400	24	400	24	400	9,600	5,000	4,600
3	Nonresident Fishing Outfitter	20.1-03-36.1	222	7	400	7	400	7	400	2,800	2,000	800
4	Nonresident Furbuyer License	20.1-03-12	222	3	125	0	50	0	50	0	0	0
5	Nonresident Hunting Outfitter	20.1-03-36.1	222	15	2,000	14	2,000	14	2,000	28,000	10,000	18,000
6	Nonresident Professional Dog Trainer License	20.1-04-12.1	222	76	100	75	100	75	100	7,500	5,000	2,500
7	Nonresident Wholesale Bait Vender License	20.1-03-12	222	26	250	26	250	26	250	6,500	4,000	2,500
8	Resident Fishing Outfitter License	20.1-03-36.1	222	144	85	140	85	140	85	11,900	5,000	6,900
9	Resident Furbuyer/Shipper	20.1-03-12	222	25	8	24	8	24	8	192	200	(8)
10	Resident Hunting Guide License	20.1-03-36.1	222	173	100	170	100	170	100	17,000	10,000	7,000
11	Resident Hunting Outfitter License	20.1-03-36.1	222	208	250	200	250	200	250	50,000	30,000	20,000
12	Resident Professional Dog Trainer License	20.1-04-12.1	222	26	10	25	10	25	10	250	250	0
13	Resident Retail Bait Inc. White Suckers	20.1-03-12	222	15	75	15	75	15	75	1,125	1,000	125
14	Resident Retail Bait Licenses	20.1-03-12	222	477	15	475	15	475	15	7,125	5,000	2,125
15	Resident Traveling Furbuyer	20.1-03-12	222	45	20	45	20	45	20	900	1,000	(100)
16	Resident Wholesale Bait Vender Licenses	20.1-03-12	222	59	50	60	50	60	50	3,000	2,000	1,000
17	Shooting Preserve Licenses	20.1-03-12	222	44	330	40	330	40	330	13,200	15,000	(1,800)
18	Taxidermy Licenses	20.1-03-12	222	434	25	425	25	425	25	10,625	5,000	5,625
	Total General Fund									0		0
	Total Special Fund									170,167		89,267
	Total									170,167		89,267

SUBSCH1 – Subschedule Info
Provides a report containing the data entered on the info tabs of the selected subschedules.
Samples of the reports are included at the end of this chapter.

In order to generate a report for the Capital Assets, Equipment over $5,000, Extraordinary
Repairs, Grants Summary, IT Equipment and Software>$5,000, Other Capital Payments, or
Operating Expense subschedules:

    "Subschedule Type" – Select the subschedule
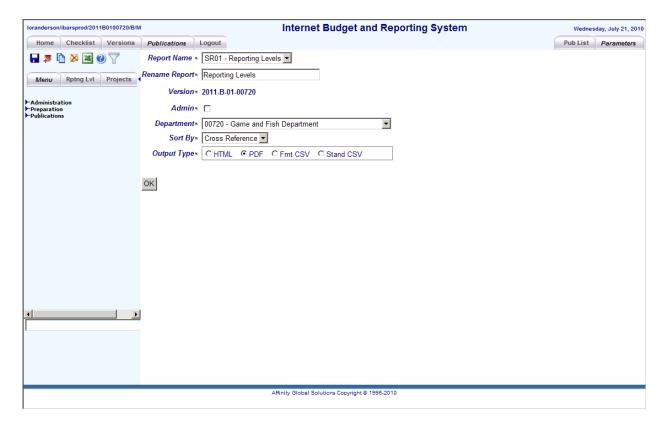   "SubSched No" – Select the desired item from the subschedule

These additional subschedule reports provide a comparison of the amount included in the
Governor's Recommendations Version (R3) to the Agency's Budget Request (B1) for various
subschedules.

- CR07 – Grants Summary
- CR08 – Extraordinary Repairs
- CR09 – Agency Equipment Over $5,000
- CR10 – Agency IT Equipment Over $5,000
- CRCP – Capital Projects Agency

Miscellaneous Reports

SR01 – Reporting Levels

The reporting levels report can be sorted by description or reporting level number. The structure can be compared to the trees in PeopleSoft, to insure all levels are also included in IBARS.

SR04 – Change Package Summary Report

This report lists all base and optional change packages. It can be generated at the reporting level, at the agency level by marking the Code Type Rollup box, and at the line level by marking the Series box. In addition, the report can be generated separately for each of the change types A through F by selecting the "Chg Grp" dropdown. The reports identify the expenditure account codes and funding sources for each change package. In order to validate the budget request, expenditures and funding must equal for each change package within each reporting level.

CRCS – ND Change Package Summary Report

This report summarizes all change packages by type and displays the priority level, FTE, and funding by sources for each change package. The report can show all changes, only base changes, or only optional changes.

CR06 – Agency Special Funds Report

This report provides a two-biennium review of the revenue and expenditure activity of all special funds used by the agency. Individual fund numbers or all funds can be selected.

SR07 – Version Comparison

This report allows an agency to compare amounts in selected columns for two different budget versions. Individual subschedules can be selected in the Subschedule dropdown or, the entire agency by leaving that field blank.

NARR – Narrative Reports

Provides reports containing narrative from various budget subschedules. Mark the box next to a report type to generate that report. Available report types and a brief description are:

- **Agency Overview** provides a report containing all agency-wide narrative including Statutory Authority and Agency Description.
- **Change Package Narrative** provides the narrative included with each change package.
- **Program Narrative** report provides the narrative entered for each budget program.
- **Subschedule** report provides the narrative entered for each subschedule.
- **Performance Narrative** report provides the agency and program performance measure narratives.

Submitting Budget Request

CRVA – Validate Agency Version
This report is used to identify validation errors that must be corrected before an agency budget request will be accepted. Contact the OMB budget analyst after running this report for assistance in making the corrections.

SR05 – Budget Request – Negative Values

This report will identify any negative numbers in the budget request. To generate the report, choose the SR05 report from the Publications tab, check the Negative Values box, choose the appropriate reporting levels and columns, and click the OK box. New budgets will not be accepted with negative numbers in the following columns:

- 2007-09 Biennium Expenditures
- 2009-11 First Year Expend
- 2009-11 Biennium Balance
- 2009-11 Biennium Approp
- 2009-11 Payroll Approp
- 2011-13 Payroll Subschedule
- 2011-13 Base Budget Request
- 2011-13 Optional Budget Changes
- 2011-13 Total Budget Request

SR06 – Budget Validation

This report will identify the reporting level and line ID where errors occur. It will provide an "Error Message" describing where the problem occurs, such as which column, which subschedule, which account code, etc. Contact the assigned budget analyst for assistance correcting errors.